

November 27, 2002

TO: All Departmental Personnel Officers

FROM: Mark Epstein, Personnel Program Manager  
Employee Relations Division

SUBJECT: Supervisory Leadership Development Program Schedule  
January – June 2003

Attached is the schedule of courses which will be offered from January to June 2003 under the Supervisory Leadership Development Program (SLDP).

Please note that based on our experiences with the first round of classes under the SLDP and feedback from participants, we have decided you make the following changes:

- The performance appraisal segment has been removed from the Fundamentals of Management course. Instead, it will offered periodically as a separate course as it has been in the past.
- The one and one-half hour segment on labor relations has been removed from the Human Resources Management for Supervisors course. The material covered in that segment will be incorporated into the full-day labor relations segment in the Fundamentals of Management course. As a result, the Human Resources Management for Supervisors course has been shortened from two and a half days to two days.
- We expect to begin offering the Leadership for Results and FrontLine Leadership courses the beginning of calendar year 2003.

We have noted in our classes that many of the participants have not been well briefed on the SLDP and have not received a copy of the appropriate catalog. Please assist us by ensuring that all supervisors are aware of the SLDP and have received a copy of the catalog for their occupational category. Keep in mind that we are available to give presentations on the SLDP at departments on request.

Also attached are brief descriptions of the core courses in the SLDP.

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Please feel free to call me at 587-1058 with any questions you may have on the SLDP.

#### Attachments

c: All Department Heads  
All SLDP instructors  
Mr. Ed Valdez  
Ms. Kathy Watanabe

## **Supervisory Leadership Development Program**

### **Course Schedule**

**January – June 2003**

Note: Registration for all courses listed below will be through the MIST, including courses being taught at Kapiolani Community College (KCC).

#### **Course: So You Want to Be a Supervisor! (Blue collar)**

MIST code: SYWB

Target Audience: Non-supervisory blue collar employees interested in possibly becoming supervisors

Cost: \$60

#### Session Info:

#	Date	Time	Location
3	Jan 8	8:00-4:00	State Office Tower, 1403
4	Apr 1	8:00-4:00	State Office Tower, 1403

#### **Course: So You Want to Be a Supervisor! (White collar)**

MIST code: SYWW

Target Audience: Non-supervisory white collar (clerical) employees interested in possibly becoming supervisors

Cost: \$60

#### Session Info:

#	Date	Time	Location
3	Feb 4	8:00-4:00	KCC, Manono 104
4	May 7	8:00-4:00	KCC, Manono 104

**Course: So You Want to Be a Supervisor! (Professional)**

MIST code: SYWP

Target Audience: Non-supervisory professional employees interested in possibly becoming supervisors

Cost: \$60

Session Info:

#	Date	Time	Location
2	Mar 25	8:00-4:00	KCC, Manono 104
3	Jun 4	8:00-4:00	KCC, Manono 104

**Course: Introduction to Supervision**

MIST code: ISUP

Target Audience: Blue collar working supervisors

Cost: \$100

Session Info:

#	Date	Time	Location
4	Feb 5, 6	8:00-4:00	State Office Tower, 1403
5	May 6, 7	8:00-4:00	State Office Tower, 1403

**Course: Fundamentals of Management (Professional)**

MIST code: FOMP

Target Audience: Professional first-line supervisors

Cost: \$250

Session Info (Note: Each session meets five times):

#	Date	Time	Location
2	Mar 5, 12, 19	8:00-4:00	KCC, Manono 104
	Mar 27	8:00-12:00	State Office Tower, 1403
	Apr 2	8:00-4:00	State Office Tower, 1403
3	Jun 5, 12, 19	8:00-4:00	KCC, Manono 104
	Jun 26	8:00-12:00	State Office Tower, 1403
	Jul 1	8:00-4:00	State Office Tower, 1403

**Course: Fundamentals of Management (White collar)**

MIST code: FOMW

Target Audience: White collar (clerical) first-line supervisors

Cost: \$250

Session Info (Note: Each session meets five times):

#	Date	Time	Location
2	Feb 6, 13, 20	8:00-4:00	KCC, Manono 104
	Mar 6	8:00-4:00	State Office Tower, 1403
	Mar 13	8:00-12:00	State Office Tower, 1403
3	May 8, 15, 22	8:00-4:00	KCC, Manono 104
	May 29	8:00-12:00	State Office Tower, 1403
	Jun 5	8:00-4:00	State Office Tower, 1403

**Course: Fundamentals of Management (Blue collar)**

MIST code: FOMB

Target Audience: Blue collar foremen

Cost: \$250

Session Info (Note: Each session meets five times):

#	Date	Time	Location
2	Jan 22, 29, Feb 5	8:00-4:00	KCC, Manono 104
	Feb 12	8:00-12:00	State Office Tower, 1403
	Feb 19	8:00-4:00	State Office Tower, 1403
3	Apr 3, 10, 17	8:00-4:00	KCC, Manono 104
	Apr 24	8:00-12:00	State Office Tower, 1403
	May 1	8:00-4:00	State Office Tower, 1403

**Course: Human Resources Management for Supervisors**

MIST code: HRM

Target Audience: Professional and white collar (clerical) first-line supervisors; blue collar supervising foremen (Note: All three occupational categories will attend this course together.)

Cost: \$100

Session Info (Note: Each session meets twice):

#	Date	Time	Location
4	Mar 4, 18	8:00-4:00	State Office Tower, 1403
5	Jun 10, 24	8:00-4:00	State Office Tower, 1403